

1.35 PUBLIC DISCLOSURE REQUIREMENTS

PUBLIC DISCLOSURE COMMISSION FILING

The Public Disclosure Law requires anyone holding or seeking a state elected office, or holding a high-level appointed position, to file a statement of financial affairs.

RCW 42.17.2401 specifically requires the members of the State Investment Board to file with the Public Disclosure Commission (PDC). The financial affairs statement will cover the preceding 12 months. The information reported includes sources of income, real estate holdings, investments, creditors, business relationships and the identity of the major customers of those businesses.

Members of the State Investment Board and the Executive Director are among the state officers who file reports with the Public Disclosure Commission. Several members of the State Investment Board are required to file due to their position as elected officials, legislators, or agency heads.

According to the Code of Conduct, as adopted by the Board, all State Investment Board *exempt employees with investment management duties* are required to file a statement of financial affairs with the Public Disclosure Commission.

Filers should be aware that they are required to report to the Public Disclosure Commission between January 1 and April 15. After an initial PDC Form F-1, Personal Financial Affairs Statement is filed, an amended financial affairs statement, PDC Form F-1A may be filed for three years. The PDC Form F-1A will state that the information originally filed is essentially the same.

New Board members and staff are required to file within two weeks of appointment. A copy of PDC Form F-1 and F-1A is included in the Appendix for reference. Forms will be provided to Board members annually.

The Public Disclosure Commission has prepared a manual for completing the Personal Financial Affairs Statement. Copies of the manual and forms necessary to comply with the Public Disclosure Law may be obtained from the Public Disclosure Commission or the Board staff.

The Public Disclosure Commission may be contacted at:

711 Capitol Way, Suite 206
Post Office Box 40908
Olympia, Washington 98504-0908
(360) 753-1111 Phone
(360) 753-1112 Fax
<http://www.pdc.wa.gov>

REFERENCES:

Personal Financial Affairs Statement Forms

Appendix H

Revised 3/21/02